Volunteer Thank You Letter (Template)

Update the **blue/bold pieces** with your school’s event information and feel free to add more event details.

**School Logo and School Address**

**Date**

Dear **Volunteer Name,**

On behalf of **Name of Your High School**, I would like to personally thank you for volunteering your time at our College Knowledge Month event(s). This event could not have been a success without your help and the help of many others who volunteered their time. To improve our future College Knowledge Month events and your volunteer experience, please complete the short online Volunteer Survey at the following link: <http://bit.ly/ckm4volunteers>.

During College Knowledge Month, **# of seniors who submitted college applications** submitted over **# of college applications submitted** college applications to colleges and universities. Thanks to our seniors’ hard work and the assistance of volunteers like you, they are one step closer to actualizing their dreams of attending college!

Once again, **Name of Your High School** thanks you for your efforts and contribution of time at College Knowledge Month! We look forward to seeing you throughout the school year and especially at our event next year.

Thank you!

**Your Name**

**Your Title**

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Download: <http://bit.ly/ckm4sitecoordinators>